



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE BRANCH MANAGER

Job Number: 20001811

Job Code: 95570V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Has responsibility for the direction and coordination of a branch involved in the review, processing, preparation, and/or auditing of the tax returns and/or tax information; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in the processing, administration, preparation or auditing of taxes or related tax information.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the processing, administration, preparation or auditing of taxes or related tax information will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns, supervises and reviews the work of section supervisors. Confers with taxpayers concerning tax liabilities, delinquent periods, adjustments and other tax related matters. Serves on departmental committees. Holds and attends conferences with supervisors and taxpayers. Participates in drafting legislation and regulations for the department. Prepares tax information for dissemination to taxpayers. Coordinates the activities of the branch with other organizational units. Oversees tax programs which result from information received from the Internal Revenue Service and/or other federal and state agencies. Prepares narrative and statistical branch reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.